



**TO:** Common Council  
**FROM:** Donald Merkes, Mayor  
**DATE:** 11 November 2015

**RE: Selection of District 4 Alderman**

At the Special Common Council meeting on November 16, three candidates will be interviewed for the position of District 4 Alderman. Each candidate will be given approximately five minutes to introduce himself, state why he/she is interested in being an alderman, and what experience he/she will bring to the Council.

Then the Common Council will have an opportunity to ask questions of the candidates. Please keep your question to a general nature as each candidate will be given an opportunity to answer the question.

At or before 5:45 p.m. each current Council member will be asked to make a selection. The candidate receiving the majority of votes will be appointed as the District 4 Alderman. In case of no candidate receiving a majority the candidate with the least number of votes will be eliminated and an additional round of votes will be taken, until one candidate has a majority.

The Oath of Office will be administrated by the City Clerk at the regular Common Council meeting starting at 6:00 p.m.

Cc: District 4 Alderman Candidates